

NAVSTA NORVA INSTRUCTION 6110.1F

Subj: PHYSICAL READINESS PROGRAM

Ref: (a) OPNAVINST 6110.1G
(b) MILPERSMAN 6110-010

Encl: (1) Enlisted First and Second PRT Failures, Sample Page
13
(2) Enlisted Third PRT Failure, Sample Page 13
(3) Officers Letter of Notification for First and Second
PRT Failures
(4) Officers Letter of Notification for Third PRT Failure
(5) Daily Remedial Muster Sheet Sample

1. Purpose. To establish specific guidelines for the local administration of the Physical Readiness for military personnel in accordance with existing Navy policies as set forth in references (a) through (b). This instruction implements those policies and guidance on board Naval Station Norfolk.

2. Cancellation. NAVSTANORVAINST 6110.1E.

3. Responsibility

a. The Commanding Officer is responsible for the overall enforcement of the Command Physical Readiness Program. To control and provide continual monitoring of this program, a Command Fitness Leader (CFL) will be appointed in writing by the Commanding Officer. The CFL will be assisted by a Departmental Fitness Leader (DFL) appointed from each department/special assistant.

b. The Executive Officer will:

(1) Direct the overall administration of the Physical Readiness Program.

(2) Determine who shall be placed in the weight control program.

(3) Take necessary action in the event of member's noncompliance.

(4) Review progress files of all mandatory conditioning personnel and make recommendations to the Commanding Officer in cases of transfer/advancement/frocking and retention of these personnel on a case-by-case basis.

c. Department Heads/Special Assistants will:

(1) Monitor and carry out the physical fitness/weight control program within their department.

(2) Designate one Petty Officer (E-5 or above) as the DFC.

(3) Provide assistance as required to the CFL to ensure the proper administration of the Physical Readiness Test (PRT).

(4) Provide leadership to stimulate and promote increased levels of health and physical fitness. This includes establishing three one-hour time periods each week, during regular working hours, for all military personnel in their organizations to use for physical fitness training, and ensuring that they and all their subordinates use this time for this purpose.

(5) Ensure that personnel assigned to participate in mandatory command Remedial PRT conditioning programs are allotted the required time to participate in the program.

d. The CFL will:

(1) Be a Petty Officer First Class (E-6) or above who meets all Physical Readiness Standards as set forth in reference (a).

(2) Advise the Commanding Officer/Executive Officer of all health and physical readiness matters.

(3) Advise the chain of command of all health and physical readiness program matters, particularly with regard to individuals who need assistance in meeting minimum standards.

(4) Ensure that all who need assistance in meeting minimum standards are properly counseled and monitored via the mandatory Command Remedial PRT Conditioning Program.

(5) Compile and prepare documentation of command test results for higher authority.

(6) Evaluate and recommend to the Executive Officer those personnel who should be placed on a six-month command conditioning program.

(7) Recommend action for members who fail to complete the program or fail to make significant progress.

(8) Ensure a six-month schedule of Physical Readiness Testing is developed and distributed. Conduct Command Physical Readiness Tests at least semi-annually as outlined in reference (a).

(9) Provide assistance to DFL prior to and during departmental PRT's to ensure that participants are cautioned against potential dangers of injury due to improper execution of exercises.

(10) Document participation in the Command Remedial PRT Conditioning Programs within the Chain of Command as set forth in reference (a).

(11) Be CPR certified and qualified to provide CPR certification for command representatives.

(12) Maintain PRT records for all command personnel.

e. The DFL will:

(1) Be a Petty Officer Second Class (E-5) or above who meets all Physical Readiness Standards as set forth in reference (a).

(2) Advise the Department Head of all health and physical readiness matters.

(3) Advise the chain of command of all health and physical readiness program matters particularly with regards to individuals who need assistance in meeting minimum standards.

(4) Ensure the coordination with the CFL to help administer the Semi-Annual Command Physical Readiness Test.

(5) Ensure all members who need assistance in meeting minimum standards are physically evaluated and participate in the mandatory conditioning program.

(6) Be CPR certified.

(7) Promote increased levels of health and physical readiness within assigned department, and supervise/monitor the three-times-weekly physical fitness training period for personnel in the department.

(8) Develop and maintain a weekly physical fitness program to be conducted three times per week for those military personnel in the mandatory-conditioning program. Mandatory physical conditioning will include warm-up exercises, aerobic physical exercises, and a cooling down period.

4. Action by the CFL

a. The PRT schedule will be announced semi-annually via NAVSTANORVANOTE 6110. This notice will provide for identification of DFL's/PRT assistants, specific height-weight measurement/PRT dates, and locations for DFL's/PRT assistants. A specific PRT deadline for the completion of departmental testing and a deadline for the completion of administrative remarks and counselling.

(1) The calendar year will be divided into PRT cycles. April and October have been designated as PRT months for all command personnel.

(2) Physical readiness testing will be monitored by the CFL. Personnel not maintaining established standards will be documented and the appropriate action will be taken to ensure compliance with Navy physical readiness policies.

b. One person for every 25 personnel assigned will be designated as Physical Readiness Test Assistants. These assistants will be screened, measured, and tested prior to the scheduled departmental testing date. They will assist the CFL by acting as test proctors.

c. The Command PRT will be conducted at two approved sites; the parade field across from Building N-26 and the trail at Iowa point.

d. Personnel who refuse to participate in or are absent from the semi-annual testing without authorization will be considered in noncompliance with PRT requirements and proper disciplinary and or administrative action will be taken.

(1) All military personnel assigned to Naval Station Norfolk will participate in the semi-annual PRT and in the three-times-weekly physical fitness training unless specifically exempted by proper authority. Individuals approved for Fleet Reserve are still on active duty and have a responsibility to complete the semi-annual PRT until released from active duty.

(2) Personnel on limited duty or having medical waivers for PRT are still required to meet height/weight or body fat standards. Members who fail to meet height/weight or body fat standards will receive a grade of "fail" for that cycle. Body fat waivers are no longer granted.

(3) All personnel who are identified, as being out-of-standards will be assigned to the Command Mandatory Remedial PRT Conditioning Program. Remedial PRT training will be for a period of six months or one PRT cycle.

5. Mandatory Condition Program

a. Enlisted personnel assigned to mandatory conditioning will be counseled and required to sign a page 13 for the first and second PRT failures, enclosure (1). Enclosure (2) will be issued for the third failure, advising members they shall not be frocked or advanced and are ineligible for reenlistment until they no longer possess three PRT failures in most recent four year period or pass three consecutive PRT's. Officers will be counseled and issued Letters of Notification, enclosure (3), for first and second PRT failures and enclosure (4) indicating a third PRT failure. Participation of remedial personnel will be monitored using the Daily Remedial Muster Sheet, enclosure (5).

b. Personnel will be medically screened for risk assessment prior to assignment to mandatory PRT/Conditioning.

c. The CFL will review PRT muster report for attendance and compliance with mandatory conditioning program using enclosure (5).

d. The Command Remedial PRT conditioning program will be conducted three days a week at a time and place determined by the CFL and or DFL.

e. All personnel assigned to Remedial PRT Conditioning Program will participate in the Physical Readiness Conditioning Program as set forth in reference (a).

f. Weekly weight/body fat measurements will be conducted by the DFL's. All measurements will be entered in the CFL's computer database.

g. Fitness Enhancement Program training is available from the following resources: Command and Navy sponsored programs, Ship Shape and MWR. Programs are reserved for those personnel who have participated in command sponsored mandatory conditioning training but require additional assistance. FEP candidates must be medically screened and demonstrate value for continued Naval Service. The CFL will evaluate all Remedial PRT personnel and recommend FEP to the Commanding Officer. Members must meet the criteria outlined in reference (a), paragraph 3, enclosure (5).

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List 1A